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Report for Week Ending 1 August 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60

No change from previous report.

Project 5-68 - Improved Maintenance of Active Medical Files

The project completion sheet has been submitted.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in ORR/Economic Defense Division started in accordance with the Vital Materials Deposit Schedule for ORR.

The quarterly microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 30% complete.

Arrangements have been made to microfilm the OO/C source file on Saturday, 4 August 1956. This file, scheduled for annual filming, must be done on Saturday due to the constant reference during the regular work week.

General Information

25X1A9a Messers [REDACTED] and [REDACTED] of ORR and Mr. [REDACTED] of OCI visited the repository last Friday to assist Mr. [REDACTED] and Mr. [REDACTED] in searching for a document charged out during the exercise and not accounted for at end of the exercise. This document was located, attached by a clip to another document. The error was made by an analyst of ORR. 25X1A9a

25X1A9a Mr. [REDACTED] accompanied last weeks trip to the repository to make a deposit and to withdraw over 525 reels of film.

25X1A9a At the request of Miss [REDACTED] of the Office of DD/S, a review was made of their mail control system. Recommendations were made and have been installed providing for transfer of the "follow up" file into the Registry and in the manner of maintaining a weekly listing of incomplete assignments.

Request was received from Mr. [REDACTED] of OSI/NED for assistance on a filing problem. However, subsequent discussion disclosed that his difficulty was the result of a recent reduction in TO and he has been requested to direct his requests through proper administrative channels to the attention of Mr. [REDACTED]. 25X1A9a

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The new building furniture committee attended a demonstration of the Arnot Modulator furniture distributed locally by the Stern Furniture Company.

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Mr. [REDACTED] spent 2 days in FE bringing up to date a manual on personnel operations prepared by him.

A draft memorandum concerning the logging requirements for intelligence material distributed by OCR was discussed with Mr. [REDACTED] who recommended postponing action until proposed study is completed by his staff.

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An Agency Records Management Regulation has been drafted which is acceptable to the Chief, RI/FI with the exception of 2 points. One point concerns the extent of Records Center and Repository supervision and the second point involves the program reviews.

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Mr. [REDACTED] completed the project in the Security Office providing for removal of all inactive badge envelopes from the active files. He is now working in the Procurement Division to assist in completing recommendations recently made by Mr. [REDACTED].

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